

January 12, 2010 NIST Smart Grid Privacy Subgroup Meeting Minutes

Minutes by Rebecca Herold

Please send distribution list any necessary corrections or additions.

Thanks to all of you participating and contributing in this group!

Next full group meeting:

Thursday, January 14, 2010 at 11:00am est

Here are my notes from today's meeting:

1. We did a quick review of the current state of version 2 of the draft privacy chapter that Rebecca sent prior to the meeting (and sent again after the meeting in a container that was not named ".zip").
2. The following will be done to get the document edited and updated for better clarity, succinctness, acceptability to NIST, accuracy, and so on during the next two days:
 - a. Chris K (Chris.Kotting@puc.state.oh.us); Sarah (sarah_cortes@post.harvard.edu); Christine H (chertzog@smartgridlibrary.com); Lillie (coney@epic.org); and Karen M (karen.Mulberry@neustar.biz) volunteered to work on the current draft and go through, edit and refine (all with the changes marked within the doc) over the next two days and distribute the updated copy to the full group before our Thursday meeting.
 - b. Christine H volunteered to write the succinct summary (approximately 1 – 3 summary paragraphs with perhaps a bullet of primary points) for the section at the end of the chapter.
 - c. Tonight (Tuesday) these five fine folks will have a phone call at 8:30pm est to discuss, and they will send emails directly to each other to communicate about the updates between now and Thursday.
 - d. For terms that need to be defined, definitions should be provided as footnotes or within the text itself. There may be a glossary for the full NISTIR, but we do not have this available right now, and each chapter will not have individual glossaries.
3. Everyone within our group: please know that you are encouraged to send the full group your comments and suggestions for the current version of the chapter! We really need everyone's input. Especially from the utilities and the vendors who are making Smart Grid applications and systems; we need more input from those segments. **All group members, please send your comments and updates for the current version to this group distribution address (see the "To" line of this message) by tomorrow (Wednesday, January 13) by noon est to allow for our team of five to incorporate your changes and comments into the next version.**
4. As a reminder, to help ensure the most content as possible stays within our report and is not cut by the NIST reviewers, we cannot use authoritative words or phrases, but instead use words such as "encourage," "suggest," "should consider," "recommend"

(although this is iffy depending on the context), and other similar types of phrases. During the meeting Tanya sent our group some guidelines addressing this.

5. We will look at the report as updated by the team of 5, along with input from all the rest of you, during our Thursday meeting and decide next steps. We can work on this over the weekend and have in Annabelle's in-box by Monday morning, which means we will need to get everything done by Sunday night. This means constant work between now and then.
6. Regarding the comments received for the 1st draft, we have answered these and NIST is putting them into a table format. We addressed most of the comments within this version of the chapter.
7. Regarding the privacy frameworks document, it will be published by this coming Monday. Tanya explained that the version we submitted was slightly modified by the NIST reviewers, but thanks to Tanya and Annabelle, most of the verbiage questioned by the reviewers was retained. (Thanks Tanya and Annabelle!)
8. Chris K sent a link to the NIST Smart Grid group glossary during our call; see <http://collaborate.nist.gov/twiki-sggrid/bin/view/SmartGrid/CommonVocab>. (Thanks Chris!)
9. Tanya indicated that, going forward after the publication of this draft, John Saber (sic?) (from CA and also part of the federal advisory service of NIST) may be able to provide us with the AICPA (*Tanya, is this correct? I believe the AICPA privacy model is free online. I think I wrote down the wrong initialization*) privacy reference management model. This could be used to put together privacy use cases for the smart grid to include in the final version of our chapter in May. Since we've already planned to include use cases, this should be very helpful.

Thanks!

Rebecca